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ATTACHMENT C

POOL PROJECTS

1. Assembling and distribution of PHS folders (sets) amounting to approximately 15,000 sets a year. This is a recruitment office project, Office of Personnel. Requests from recruiting officers in the field are double wrapped for mailing. Many other offices in the Agency also request sets of these forms.
2. Several times a year several thousand sets of dividers for official personnel folders are assembled for Central Files, Office of Personnel.
3.
4. From the Official Gazette patent listing are abstracted with corresponding numbers for OCR/IR.
5. Several times a year several thousand consecutive account numbers are stamped on Voucher Forms for
6. A project of stamping newspaper headlines for OCR.
7. A sporadic project of cutting envelopes and folding maps for NPIC, about 5000 monthly.
8. Matching and stapling numbered Dennison Tickets to Cover Sheets for RID/ADPB (FI). Approximately 5000 are stapled each week.
9. An OCR project which consists of typing author's names from 3 x 5 cards to 5 x 8 cards. We also receive from this office Scientific Booklets with the author's name and all necessary information underlined to be typed on 5 x 8 cards.
10. WH Division Project. This project started in 1960 and is a continuing one. It consists of typing the following information on sterile 3 x 5 cards:

25X1

25X1

25X1

- 1) Last, first and middle name
- 2) Date of Birth and place of birth
- 3) Permanent address in Cuba
- 4) U.S. address
- 5) Passport number - Date and place visa issued
- 6) Date and place of landing in U. S.

This information is obtained from cards filled out by the Department of Justice. The pool takes care of all the unclassified information on the cards and then sends them to TFW Registry where the classified information is added.

11. Security. This project is a continuing one and requires from four to nine people. It consists primarily of typing names and biographical information on 3 x 5 cards.
12. Department of State. This is a periodic project which consists of straight copy typing, for example, a project entitled Task Force on Glossary of the Interagency Committee on Automatic Data Processing. These are sent to us in boxes of 3 x 5 cards from which information is placed on multiliths. This project was completed in a matter of days and a 200 page glossary was then distributed to the various interested agencies.



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14. Medical Office has a standing request with the pool for ten detailees for their Research Branch.
15. We received many small typing projects and an occasional thesis. The girls in the pool also type all of the correspondence connected with the Summer Employment Program.